

APPENDIX F

VT DIVISION FOR HISTORIC PRESERVATION

**CRITERIA FOR GRANTING PERMITS
UNDER
22 V.S.A. 14, Sections 764 and 782**

The State Historic Preservation Officer, in consultation with the State Archeologist, will grant permits on the basis of the following criteria:

- The proposed undertaking does not exceed the permit applicant's experience and capabilities. The applicant must demonstrate that he/she has, or has access to, the experience, training, and technical capability to successfully undertake the project or activity level outlined in the permit application in accordance with current archeological standards and State preservation goals.
- The applicant has complied with the conditions of any previous permits issued to him/her and has demonstrated the ability to satisfactorily carry out work under any previous permits.
- In-place preservation of all or part of the property is not essential to the best interest of the public, the sportdiving community, and the scientific community.
- Currently available archeological information, technology and conservation measures exist to properly recover all or parts of the significant information contained in the property.
- Adequate funds and time have been committed to properly recover, analyze, interpret and conserve all or parts of the significant information contained in the property.
- The property is presently, or likely to be, endangered by human activities or natural processes.
- The property does not constitute a part of a State-owned historic or archeological site on land on which the State has reserved to itself the right to conduct historic and archeological research, as authorized by 22 V.S.A. 14, Section 762.

STATE OF VERMONT
Division for Historic Preservation

**APPLICATIONS FOR PERMITS FOR
FIELD INVESTIGATIONS
(SITE SAMPLING PERMITS AND DATA RECOVERY)**

APPLICATION INFORMATION

The Purpose of These Permits

These types of permits, granted only for the purpose of conducting historic and archeological research, require interdisciplinary efforts in project planning, execution, analysis and conservation as well as major commitments of personnel, time and money. Granting of these permits is contingent upon a scholarly research program, as specified in the permit application, that addresses not only the immediate problems of data recovery, analysis and interpretation, but also long-range concerns such as conservation and curation.

Allowed Activities Under These Permits

A Site Sampling Permit authorizes the limited recovery of particular or representative types of historic and archeological objects, materials and data, as specified in the proposed project plan and as a previously approved by the State Archeologist, for the purpose of identifying and evaluating an historic property.

A Data Recovery Permit authorizes the systematic recovery of all or parts of an historic property so that the maximum amount of scientific, historic, archeological and educational information is obtained.

**PERMIT APPLICATIONS FOR FIELD INVESTIGATIONS
APPLICATION INFORMATION**

General Conditions for Permit Applicants

It is the responsibility of all applicants and their supporting institution, organization or personnel to record, catalog, analyze, stabilization and conserve all artifacts, materials and other categories of data recovered. Applicants shall furnish proof of their ability to accomplish these responsibilities.

As appropriate to the proposed level of research and the known or potential significance of the historic property in question, permit applicants shall demonstrate that the proposed project:

- A) Provides for archeologist, historians, technicians and other individuals as necessary who are proficient in their respective fields of expertise and in the methods and techniques necessary to

- recover, analyze, interpret and conserve the data and who intend to employ these methods and techniques throughout the project.
- B) Provides for adequate personnel, facilities and equipment to fully implement the project goals outlined in the permit application in order that the project is successfully carried out to completion.
 - C) Provides for adequate consultation with scholars and other experts whose research interests or technical proficiencies enable them to contribute to the project goals and to project success.
 - D) Provides for immediate and continued stabilization of recovered artifacts and materials and their long-term conservation and curation.
 - E) Provides for the preparation of a final research report that meets accepted scholarly and scientific standards as set forth by the Division.
 - F) Demonstrates applicant's ability to address and follow through the State's concerns identified in the permit application and in the general permit provisions and conditions and to satisfactorily undertake field investigations under previous permit(s), if any.

The permit application shall be reviewed by the State Historic Preservation Officer and State Archeologist who may issue a permit forthwith, or require additional information, or request changes in the work plan, research design or performance schedule, or there may be other questions and concerns that may need to be discussed with the applicant. As part of the permit application, the permit applicant may be requested to meet with the State Historic Preservation Officer and the State Archeologist to discuss the proposed work plan and matters relating to the issuance of the permit.

Criteria for Granting Permits

The State Historic Preservation Officer, in consultation with the State Archeologist, shall grant permits on the basis of the following criteria:

- The proposed undertaking corresponds to the permit applicant's experience and capabilities as set forth in the completed permit application and supporting documentation. The applicant must demonstrate that he/she has or has access to the experience, training and technical capability to successfully undertake the project or activity level outlined in the permit application in accordance with state-of-the -arts archeological standards and State preservation goals.
- The applicant has complied with the conditions of any previous permits issued to him/her, if any, and has demonstrated the ability to satisfactorily carry out work under previous permits.

Permits for applications for Field Investigations will be additionally evaluated on the basis of the following criteria:

- The State Historic Preservation Officer and the State Archeologist have determined that in-place preservation of all or part of the property is not essential to the best interests of the public and the scientific community.
- They have determined that currently available theoretical background, technology and conservation measures exist to properly recover all or parts of the significant information contained in the property.
- They have determined that adequate funds and time have been committed to properly recover all or parts of the significant information contained in the property.
- The property is presently or likely to be endangered by human activities or natural processes.
- They have determined that the property does not constitute a part of a State-owned historic or archeological site on which the State has reserved to itself the right to conduct historic and archeological research, as authorized under Section 762 of 22 V.S.A. 14.

General Conditions If These Permits Are Granted

- A) These permits are exclusive. No other permit shall be issued concurrently for site sampling or data recovery of the same historic property.
- B) In situations where the Division has received more than one application for a site sampling or data recovery permit, the Division shall select the most qualified applicant on the basis of the proposed project plan and supporting documentation.
- C) No person shall hold both a Site Sampling and Data Recovery Permit at the same time and no person shall hold more than one (1) of these permits during the length of the stated permit period.
- D) These permits shall be issued for a twelve (12) month period unless specifically stated otherwise. If the proposed project is not actively pursued within the period for which the permit was issued, the Division may choose not to renew or extend the permit.
- E) Within thirty (30) days of expiration of the permit, whether or not the project has been completed, the permit holder shall submit a progress report prior to requesting a permit renewal or extension as well as an updated research proposal. Both the project report and the progress report shall follow the guidelines provided by the Division.
- F) Applicants for these permits shall have a qualified archeologist, as defined by the minimal criteria established by the Society of Professional Archeologist and as approved by the Division, involved in the project on a full-time basis who shall be designated the Project Supervisory Archeologist. The Supervisory Archeologist is responsible for preserving the archeological values of the data in the course of recovery, for the data analysis and interpretation and for the preparation of the archeological portions of the final report. The Supervisory Archeologist will be onsite at all time during the field phase of the project.
- G) Applicants for these permits shall obtain formal institutional support and commitment for these activities, as necessary, in order to guarantee the availability of appropriate facilities and personnel for conservation, analysis and other necessary purposes.

- H) Permits obtained by misrepresentation or fraud are null and void.
- I) Special Conditions, as appropriate, will be noted in the permit at the time of issuance.

If you have any questions about the permit application, the permit process conditions, please contact the State Archeologist at the Division for Historic Preservation, National Life, Drawer 20, Montpelier, VT 05620-0501 (802) 828-3050, or gpeebles@dca.state.vt.us

Please fill out the attached application form and submit it together with the research proposal and all other supporting documentation to the Division at the above address.

**Division for Historic Preservation
State of Vermont**

**APPLICATION FOR SITE SAMPLING PERMIT
AND
DATA RECOVERY PERMIT**

(Please Type All Entries)

1. Name of Applicant: _____

Address: _____

Telephone: _____ Date: _____

Institutional Affiliation: _____

Please attach an up-to-date vitae indicating all archeological experience, if any.)

Name of Consulting or Supervisory Archeologist (if different than applicant):

Address: _____

Telephone: _____ Date: _____

Institutional Affiliation: _____

Please attach an up-to-date vitae for Supervisory Archeologist.)

Name of Supporting Institution(s) or Organization(s): _____

Address: _____

Name of Contact Person: _____

Telephone: _____

(Please attach vitae for all relevant personnel.) (Note: APPLICANT SHALL ATTACH
LETTER OF INSTITUTIONAL SUPPORT AND COMMITMENT FOR THIS WORK.

Letter should also include information such as amount of cash contribution or nature and
value of donated services, and, if applicable, number of people assigned to project,
number of man-hours committed to project, and list of available equipment and laboratory
facilities, if appropriate.)

ALL APPLICANTS SHALL COMPLETE ITEMS 2 - 9 BELOW

2. Name and Date of Property (if known): _____

3. Summary of Historic Research: _____

4. Summary of Property's Research Value: _____

5. Summary of what the proposed project is expected to contribute to present knowledge:

6. In addition to the research potential of the project, provide (in summary form) reasons for why the project should be undertaken at the present time:

7. Provide exact location of the historic property:
a) in narrative form, b) by longitude and altitude, and c) on a USGS map (submit map as an addendum to the research proposal).
This information will be confidential and is necessary to protect the permittee's interests:

8. Proposed beginning date of field work: _____
Proposed ending date of field work: _____
Date of submission of completion report: _____

9. Submit concurrent with these forms a comprehensive research proposal appropriate to the level of work that is being proposed which will at minimum:
 - A) Discuss the present physical condition of the property; its exact location; a description of its present physical setting.
 - B) Include a background history of the property including relevant archival and literature research; relevant historic or archeological research previously carried out by other within the project area; previous research by the applicant or by others relevant to particular data recovery strategies or methods that will be employed. Provide full list of all references and archival sources studied or cited.
 - C) Discuss the historic and archeological significance of the property, its potential research value in terms of all cultural information and data categories that are expected to exist, and the project's potential contributions to our understanding of human behavior, prehistory or history.
 - D) Discuss the aims and justification of the proposed undertaking (if there are any threats to the property, indicate their nature and their immediacy).
 - E) Discuss all research problems that will be addressed and the data samples that will need to be recovered towards those ends. Justify all data categories that will be collected and clearly specify those data that will not be collected and why they will not be collected.
 - F) Specify in as much detail as possible the techniques and strategies that will be employed in the course of recovering different sets of data; describe all field operation procedures, recording techniques, etc. Append to research proposal a detailed budget outline; a list of all available equipment; the name of all project personnel, their assigned tasks, and their experience levels. Submit Vitae for all key personnel.
 - G) Specify a time frame for the project, from initiation of field work to completion of final report.
 - (H) Describe and list all supporting institutions and facilities and specify their respective financial, technical, personnel or other contribution.
 - (I) Discuss in detail the analytical phase of the proposed project, including projected conservation and analysis strategies and facilities, consultants and scholars that will be employed to implement this aspect of the project.

J) Discuss the format and proposed contents of the completion report and how results of the project will be disseminated to appropriate institutions, scholars and the interested public.

K) Discuss alternatives for short and long term curation, storage and maintenance of the recovered data and materials and potential institutional interest in public exhibition and education programs.

L) Provide recommendations for ensuring the safety and security of the property, both in the course of and after the data recovery program.

With my signature below, I acknowledge that I have read and understand Section 764 , or 782, as appropriate, of the Vermont Historic Preservation Act governing field investigations of historic properties on State-owned land and agree and abide by the law and the conditions and provisions prescribed to carry out he law in the best interest of the citizens of Vermont.

The Division, in issuing a permit, accepts no legal responsibilities for any damage, direct or indirect, of whatever nature and by whomever suffered arising out of activities carried out under permit. The permit holder fully assumes the risk of activities relating to carried out under this permit and assumes full responsibility for determining the potential risks and dangers.

Received By:

Signature of Applicant:

Date:

Date: